

ADMINISTRATIVE -- INTERNAL USE ONLY

PERS  
DD/M&S 73-3864

*Bldg + Crda*

MEMORANDUM FOR: Deputy Director for Management and Services

THROUGH : Chairman, Fine Arts Commission

FROM : Director of Personnel

SUBJECT : Classified Bulletin Board and Display of Honor, Merit and Service Awards

1. Action Requested: That you approve the concept we have developed for a Classified bulletin board and a wall display of honor, merit and service awards to be located in 1-J corridor of the Headquarters Building.

2. Basic Data or Background: This responds to your instruction that we develop a classified bulletin board and a display for the Agency's honor, merit and service awards. Plans for both projects incorporate suggestions provided by Graphics and Visual Aids, Office of Logistics. These were subsequently modified as a result of discussions with the Chairman of the Fine Arts Commission (FAC). It was decided to utilize the existing Employee Activity Association board in 1-J corridor as the classified bulletin board since it was located in the most heavily traveled area of the Headquarters Building. Appropriate lettering corresponding to that used in other areas of the building will identify the board.

The various designs of a floor display of honor, merit and service awards proposed by Graphics and Visual Aids were reviewed by the Chairman, FAC. He recommends in lieu of a floor display located in the front corridor a wall display (a modified version of one of the proposed floor displays) in 1-J corridor which would complement the other items in that location and utilize a more heavily traveled area.

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3. Staff Position: We agree with the recommendations of the Chairman, FAC. Furthermore, the security aspects of the classified bulletin board have been discussed with the Director of Security and he will provide continuing guidance concerning items to be used.

4. Recommendation: That you approve the concept of a classified bulletin board and a wall display of honor, merit and service awards to be located in the 1-J corridor in the Headquarters Building.

/s/ John F. Blake

John F. Blake  
Director of Personnel

(Signed)   
Concur: Chairman, Fine Arts Commission

9/24/73  
Date

STAT

APPROVED: /s/ Harold L. Brownman

01 OCT 1973  
Date

DISAPPROVED: \_\_\_\_\_

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/BSD/  jas (26 Sept 1973)

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